

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Employee Bulletin - Recruitment

FROM: James H. McDonald
Acting Deputy Director for Administration
7 D 24 Hqs

EXTENSION

NO. D/Pers 83-3971 DDA 83-4656

DATE 27 October 1983

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Registry
7 E 12 Hqs

27 OCT 1983

C

To 3. and 4.:

2. *enc*

3. Executive Director

I believe Bob's idea has merit and could be fruitful in obtaining good applicants. The proposed draft Employee Bulletin is perhaps too wordy and lends itself to the "kiss" principle. Also, believe we can expand it to include secretarial/clerical areas with reference to our being an EEO employer. Also, it's been suggested that we preprint a form on the back of the Employee Bulletin along the lines of the attachment to the Employee Bulletin which I have added. I think also, to be more effective, there has to be feedback to the person making the referral

4.

5. Deputy Director of
Central Intelligence

6.

7.

8.

9.

10. DDA
7 D 18 Hqs

If you concur with this approach, we'll put something out in short order.

cc: D/OP

11.

12. D/OP
5 E 58 Hqs

Att

13.

14.

15.

STAT



83-4656